

## Prohibition on the Use of Contract Workers on Designated Furlough Days

Bulletin Number: 0002  
Issue Date: 12-22-08

### PURPOSE

Contract workers are limited in the number of hours authorized to work for King County agencies. The institution of furlough days in 2009 will not alter the hour limitations for contract workers.

Departments were earlier informed that contract workers may not be utilized on designated furlough days, with the limited exception below. They may not be used to substitute for regular employees who are on furlough days, including situations when regular employees are taking an alternative or make up furlough day.

When seeking the services of a contract worker, the departments must ensure that the contract worker is notified in advance that the worker will not report to work on designated furlough days. The Human Resources Division has notified all contract worker vendors that, with the exceptions noted below, vendors are not to dispatch contract workers to King County agencies on designated furlough days.

### EXCEPTIONS

Public Health – Seattle & King County's Jail Health Services provides health care to inmates housed in facilities operated by the Department of Adult and Juvenile Detention on a 24 hour 7 day a week basis. In order to ensure appropriate staffing levels to provide health care, the use of contract workers may be necessary. For that reason, Jail Health Services is exempt from the prohibition against the use of contract workers on designated furlough days. The contract worker vendors have been notified that they may dispatch contract workers to Jail Health Services on designated furlough days if contacted by Jail Health Services directly.

In addition, there may be instances where an agency has an unforeseen contract worker need on designated furlough days. For those instances, an agency may request approval to obtain the services of a contract worker as follows:

- Prior to the designated furlough day, the agency contacts Human Resources Division Operations for an exception approval (Kerry Delaney at 206-296-8505; Kevin Whitley at 206-296-8583; or Michael Stella at 206-296-8536);
- If approved, Human Resources Division Operations will contact the vendor and inform them of the exception and approval;
- The vendor will dispatch the contract worker to the agency (vendors have been notified that any exception requires an approval from Human Resources Division Operations and will not dispatch contract workers on designated furlough days if contacted by the agency directly).

### QUESTIONS/COMMENTS:

For more information, please contact Human Resources Division Operations personnel: Kerry Delaney, Assistant Operations Manager at 206-296-8505; Kevin Whitley Project Program Manager at 206-296-8583; or Michael Stella Administrative Specialist at 206-296-8536.

## Vacation Rescission for January 2, 2009 – Employees on Extended Leave

Bulletin Number: 0003  
Issue Date: 12-22-08

### PURPOSE

The first furlough day is January 2, 2009, a Friday, which directly follows a paid holiday. The furlough strategy prohibits employees from taking paid leave on that day. Most furlough-eligible employees who had a pre-approved vacation day authorized for that date have been notified that their vacation was rescinded.

However, there may be furlough-eligible employees on extended leave with pre-approved vacation authorized for that date who have not yet been notified of that their vacation approval was rescinded.

### PROCEDURES

Vacation approval records should be reviewed in order that all furlough-eligible employees, who expected to take January 2, 2009, as a paid vacation day, are notified of the change to an unpaid furlough day.

Furlough-eligible employees on extended leave with pre-approved vacation authorized for that date who have not yet been notified should be provided the attached notification.



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*(This attachment can be found toward the end of this PDF file. An editable Microsoft Word version of this document is also available in the public folders at Human Resources > Policies & Procedures > Furlough)*

### QUESTIONS/COMMENTS:

For more information, Jim Johnson may be reached at [jim.johnson@kingcounty.gov](mailto:jim.johnson@kingcounty.gov)

## Furlough Exclusion for Employees Being Laid off by January 31, 2009

Bulletin Number: 0004  
Issue Date: 12-22-08

### PROCEDURES

Several county employees have received notification that their positions are being eliminated in January 2009 due to a reduction in force. The first designated furlough day is January 2, 2009. Employees who are still employed on January 2, 2009, and being laid off on or before January 31, 2009 may:

*If the worksite is closed on January 2, 2009:*

- Voluntarily take an unpaid furlough day;
- Utilize accrued vacation leave or compensatory time via the worksite's normal leave request procedures; or
- If practicable for the agency and the body of work, telecommute for work (telecommuting agreement attached) or report to work at an alternative worksite

*If the worksite is open on January 2, 2009:*

- Report to work; or
- Utilize vacation leave or compensatory via the worksites normal leave request procedures

### QUESTIONS/COMMENTS:

For more information, contact Kerry Delaney, Human Resources Division Assistant Operations Manager at 206-296-8505 or [kerry.delaney@kingcounty.gov](mailto:kerry.delaney@kingcounty.gov)



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Telecommuting\A

*(This attachment can be found toward the end of this PDF file. An editable Microsoft Word version of this document is also available in the public folders at Human Resources > Policies & Procedures > Furlough)*

## Required Furlough Reports

Bulletin Number: 0005  
Issue Date: 12-22-08

### PURPOSE

A significant budget shortfall has been identified for 2009. In order to preserve certain services and reduce the necessity for additional reductions in force, the county will shut down most of its major facilities for ten days in 2009. In collaboration with county management teams, the Office of Management and Budget has identified a list of furlough-ineligible positions, functions and work units within the government as well as those that are furlough-eligible.

In order to ensure that the budget savings are realized, several reports will be produced, largely based upon the eligibility lists. In addition, reports are required to ensure that employees needing building access on designated furlough days, obtain access. Departments are responsible to work with Labor Relations to produce the needed reports. The reports will be in a standardized format as determined by Labor Relations. Labor Relations is working with the Finance Division on technology solutions for the production of some of the required information.

### THE FOLLOWING REPORTS ARE REQUIRED:

#### I. Reports to Council – due on January 30, 2009 and June 30, 2009:

- a. Efforts to notify the public of the budget furlough and the closure of county offices or sites;
- b. The number of employees who have been furloughed;
- c. The length of the furlough;
- d. The number of employees exempted from the furlough and the reasons for the exemption;
- e. The anticipated budget savings from the furlough;
- f. The anticipated effects of the furlough on both workload and service to the public and other county agencies;
- g. The cost of FLSA-exempt employees who are designated hourly during a week in which a furlough occurs to administer their time as hourly employees; and
- h. A report on discipline administered for FLSA-exempt employees who are designated hourly during a week in which a furlough occurs for working beyond approved hours

#### II. Reports to FMD – reports for the January 2, 2009 furlough day are due on December 19, 2008; all other reports are due one week prior to each of the 10 designated furlough days:

Key card access to the King County Administration Building and the Chinook Building will be programmed to provide no access to employees on designated furlough days. Key card access for the Yesler Building will be operative but access will be limited to the first floor only on designated furlough days.

In order to program and enable card reader access for furlough-ineligible employees, track ingress and egress at secured facilities and generally maintain and report on the county's furlough efforts, a PeopleSoft-based electronic furlough tracking device (the "list") will be utilized. The list will be housed on a secured server with limited read-only access provided to certain list partners (e.g., departments, Facilities Management Division, payroll, etc.).

The Human Resources Division and Payroll Operations will work collaboratively to manage and maintain the list data but the information produced is via department input which drives the results. Any proposed changes to furlough eligibility lists are communicated through the department Human

Resources Service Delivery Manager and the Human Resources Division list administrators for final review with the Office of Management and Budget.

**Reports are to the King County Executives Office and OMB** – due last week of every month:

- a. Furlough-ineligible employees for the respective furlough day;
- b. Furlough-eligible employees for the respective furlough day;
- c. Changes in an employee's furlough designation from the last designated ;
- d. Which furlough-eligible employees took the furlough day on the designated furlough day;
- e. Which furlough-eligible employees took an alternative or make up furlough day;
- f. Which employees took a paid leave day on the designated furlough day;
- g. Which furlough-eligible employees did not take the designated furlough day or alternative furlough day;
- h. Which furlough-eligible employees worked extra hours or worked overtime; and

**QUESTIONS/COMMENTS:**

For more information, Jim Johnson, Labor Negotiator III, may be reached at [jim.johnson@kingcounty.gov](mailto:jim.johnson@kingcounty.gov)

## Use of Vacation for Employee's Making \$16.52/Future Earnings Threshold Adjustments

Bulletin Number: 0006  
Issue Date: 12-22-08

### PURPOSE

Employees in a position earning \$16.92 per hour or less on December 31, 2008, qualify to use their vacation leave, previously accrued compensatory time, executive leave, or accepted donated vacation leave to cover their pay on the first designated furlough day, January 2, 2009. Probationary employees who meet this threshold also qualify. Such employees must submit the standard leave forms to their supervisor in order for paid leave to be recorded on the designated furlough day.

The \$16.92 per hour threshold is utilized as the threshold because it is two times the poverty rate as established by the federal government. The rate may be adjusted for future furlough days, in accordance with an anticipated adjustment in the rate as established by the federal government. Any new threshold rate will be published before an upcoming designated furlough day.

Employees at or below the monetary threshold, which is \$16.92 per hour at this time, must qualify for each designated furlough day in order to take paid leave on that day. Probationary employees who meet the threshold also qualify. If an individual receives compensation increases during the course of the year which advances the employee's hourly rate above monetary threshold, the employee may not utilize paid leave time on furlough days.

With approval from management, employees may voluntarily donate vacation leave to employees at or below the monetary threshold for a designated furlough day for the sole purpose of helping these employees preserve their pay on the designated furlough day. Unused donated leave will remain with the employee receiving the donation and will not revert back to the donor. Such donations must be received and processed by payroll in advance of the furlough days for which they will be used.

Departments are responsible to work with Labor Relations to produce the needed list of employees who may take leave under this rule and any required reports.

### QUESTIONS/COMMENTS:

For more information, Jim Johnson may be reached at [jim.johnson@kingcounty.gov](mailto:jim.johnson@kingcounty.gov)



## King County

### Human Resources Management Division

Department of Executive Services

King County Administrative Building  
500 Fourth Avenue, Room 450  
Seattle, WA 98104

**206-296-7340** TTY Relay: 711  
[www.kingcounty.gov](http://www.kingcounty.gov)

December 19, 2008

To: [Employee with an Approved Paid Leave on January 2, 2009]

From: [Appointing Authority]

**Subject: Rescission of Paid Leave Authorization**

The 2009 budget requires many financial adjustments throughout King County. One of those adjustments is the use of unpaid furlough days during 2009. The first of the unpaid furlough days is Friday, January 2, 2009. Unless specifically exempted, employees will not work that day or be authorized to use paid leave or compensatory time.

A review of our attendance records indicates that you have previously received authorization to use paid leave on January 2, 2009. Given the circumstances of the unpaid furlough requirement, please be advised that the approval to use leave on that date is rescinded. You may request an alternative, regularly-scheduled working day as a paid leave day in lieu of January 2, 2009.

If you have any questions in this matter, please contact me.



## King County

### TELECOMMUTING AGREEMENT

<b>Employee's Name</b>	<b>Classification</b>	<b>Date of This Request</b>
<b>Division</b>	<b>Section</b>	<b>Workgroup</b>
<input type="checkbox"/> Non-Represented/Non-Union <input type="checkbox"/> Represented/Union Local:	<input type="checkbox"/> FLSA Exempt (Salaried) <input type="checkbox"/> Non-Exempt (Hourly)	<b>Effective Date of Telecommuting</b>

#### Schedule of Telecommuting Days

	Time Start/End		Time Start/End
Monday	____/____	Friday	____/____
Tuesday	____/____	Saturday	____/____
Wednesday	____/____	Sunday	____/____
Thursday	____/____	Variable	____/____

#### Telecommuting Work Sites

Home Work Site Address: \_\_\_\_\_

Alternate Remote Work Locations: 1. \_\_\_\_\_

2. \_\_\_\_\_ 3. \_\_\_\_\_

Pursuant to King County Telecommuting Policy, Executive Policy PER 18-4 (AEP) (October 15 2001), this is the telecommuting agreement between the named employee and the named supervisor which provides the method for administering the policy.

King County supports telecommuting as an alternative work arrangement and allows supervisors to implement telecommuting arrangements for eligible employees. This agreement provides the parameters for equipment and/or working conditions for employees who telecommute, including those employees who telecommute utilizing a Virtual Private Network (VPN).

Per the Executive Policy "Telecommuting Policy" PER 18-4 (AEP) (October 15, 2001), "telecommuting" means working one or more days each work week from home or other approved location instead of commuting to their centrally located worksite. "Centrally Located Worksite" means the King County worksite where the employee would be required to work if they did not telecommute.

If any of the provisions of this agreement conflict with the language in the applicable collective bargaining agreement, the provisions of the collective bargaining agreement will prevail.

A request to terminate or extend this Agreement may be proposed by the employee or the supervisor at any time. Generally, it is recommended that 30 days notice be given if possible.



**A. DEPENDENT/CHILD CARE**

***I AGREE:***

That I will not provide in-home care for my children or dependents during my telecommuting working hours.

**B. EQUIPMENT & SOFTWARE**

***I AGREE:***

1. Not to use any county equipment or software for private purposes, nor allow family members or friends access to the equipment or software. This includes not allowing non-employees to use any personally owned computer or laptop when it is accessing the county network with the connecting software.
2. To disable the VPN or other connection when I am not using it.
3. To promptly return all county-owned software, equipment and documents when requested.
4. To follow all software licensing provisions agreed to by King County. This includes uninstalling any county-provided software when it is no longer required for county business purposes or if I leave county employment.
5. To allow the county to pursue recovery for county property under my care, custody, or control that is deliberately or negligently damaged, destroyed, or lost.
6. Not to hold the county responsible for private property used, lost, damaged or destroyed.
7. Additional telecommuting equipment or service expenses (such as an additional telephone line, ISP connection fees or software), if any, must be approved in advance. Any approved equipment will be paid for or reimbursed and is considered county property.

**C. SECURITY**

***I AGREE:***

1. To maintain the confidentiality of county information and documents, prevent unauthorized access to any county system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the county.
2. I will adhere to applicable King County policies relating to remote access and use of VPN connections while using my personally owned computer or laptop for telecommuting purposes.
3. King County has the right to monitor all information generated and actions performed using remote access technology while I am telecommuting.
4. I will ensure that my personally owned computer or laptop has anti-virus software, (either provided by King County or of equivalent quality) installed and configured to properly receive malware signature file updates on a daily basis.
5. I am responsible for all activity originating from my account credentials (username and password).

#### **D. WORKING CONDITIONS APPLICABLE TO ALL EMPLOYEES**

##### ***I AGREE:***

1. To call the office or access my voice-mail to obtain messages daily and/ or on the schedule my supervisor requires while working at home/remote location (or agree to forward my office telephone line to my telecommute location when I telecommute).
2. My supervisor or other authority may call me to work at a centrally located worksite for business reasons.
3. I will not receive compensation nor commute expenses for my normal commute to and from the designated worksite, unless provided for by a provision in a collective bargaining agreement. However, if I am approved to commence my workday while telecommuting at home and, during that workday, am called in to work at a county worksite, I will be compensated for the travel time and reimbursed for any travel expenses, per Executive Policy "Authorized Travel, Meal and Expense Reimbursement for County Employees" PER 17-1-2 (AEP) (June 15, 1999).
4. My duties, obligations, and responsibilities of a telecommuting employee are the same as office-based workers, including my obligation to respond to my voicemail, e-mail and other messages in a timely manner.
5. I will take my meal break and rest breaks during my telecommuting work time.
6. I can utilize sick leave on a telecommuting workday but must report the absence in the same manner as office-based employees.
7. While telecommuting, I am expected to be working at the above-listed home/remote locations during my telecommuting work schedule. I understand that personal leave time normally scheduled during a scheduled workday must be arranged in the same manner as office-based employees.
8. I am responsible for maintaining a safe and ergonomic working environment, including the work area, bathroom, and other areas that may be necessary for working during my telecommuting work time. Workers' Compensation will not apply to non-job-related injuries that occur in the home. I remain responsible for injuries to third parties or members of my family on my premises. I understand that King County will not be responsible for injuries to third parties or family members that occur on my premises.
9. In the event of a job-related incident or accident during telecommuting hours, I need to report the incident to my supervisor as soon as possible and follow established procedures to report and investigate workplace injuries or incidents.
10. I will allow home office inspections conducted by the county if there are reasonable safety and ergonomic workplace concerns or if a job-related incident or accident has occurred.
11. I will not hold in person business meetings with internal or external clients, customers, or colleagues at my residence, unless specifically authorized in advance.
12. I will not conduct any unauthorized external (non-county) work or activities during my telecommuting work schedule.
13. I will participate in county-sponsored telecommuting training.
14. I will participate in the county's evaluation of its telecommuting program.
15. I will abide by all terms of Executive Policy "Telecommuting Policy" PER 18-4 (AEP) (October 15 2001).

**E. WORKING CONDITIONS APPLICABLE TO HOURLY EMPLOYEES ONLY**

***I AGREE:***

1. As an overtime-eligible (“hourly”) employee under the FLSA, I understand that telecommuting and accessing work through the connecting software is considered work time. Therefore, I will only use the connecting software when directed to work from my telecommuting location by my supervisor or other designated authority for purposes performing my work functions.
2. I understand that any hours beyond my normal work schedule must be authorized in advance by my supervisor.

**F. ADDITIONAL DEPARTMENT-SPECIFIC CONSIDERATIONS**

***I AGREE:***

To abide by any additional considerations that meet my work unit’s business needs as identified below and which I have discussed with my supervisor.

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**G. AGREEMENT**

By signing below, I certify that I have read, understand and agree with the terms outlined in King County’s telecommuting policy and this telecommuting agreement. I also agree to comply with other applicable King County direction and policies including guidelines for computer use, data confidentiality and security.

Employee's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Division and Department Approvals			
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<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>Immediate Supervisor - Name</b>	<b>Immediate Supervisor – Signature</b>	<b>Date</b>
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*If denied, must state reason:*

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>HR SDM/Designee – Name</b>	<b>HR SDM/Designee – Signature</b>	<b>Date</b>
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*If denied, must state reason:*

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>Division Director/Designee – Name</b>	<b>Division Director/Designee – Signature</b>	<b>Date</b>
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*If denied, must state reason:*

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>Dept Director/Designee – Name</b>	<b>Dept Director/Designee – Signature</b>	<b>Date</b>
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*If denied, must state reason:*

Per Executive Policy “Telecommuting Policy” PER 18-4 (AEP) (October 15 2001), policy, after an employee begins a telecommuting arrangement, supervisors should conduct periodic reviews with the employee to evaluate the success of the arrangement. A first time telecommuter should be reviewed during the first 45 days, at the end of 3 months, at the end of 6 months and after 1 year.

<b>Effective Date of Agreement</b>	<b>Date Initial Agreement Expires</b>	<b>Approved telecommuting schedule</b>
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<b>Date of First Renewal</b>	<b>Date First Renewal Expires</b>	<b>Modifications to initial agreement</b>
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<b>Date of Second Renewal</b>	<b>Date Second Renewal Expires</b>	<b>Modifications to first renewal</b>
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<b>Date of Third Renewal</b>	<b>Date Third Renewal Expires</b>	<b>Modifications to second renewal</b>
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cc: [employee]  
       [employee's] personnel file